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OFFICE OF FINANCE INSTRUCTION SHEET
No. 49

(This Instruction Sheet is for information only and may be destroyed)

REMOVE			INSERT			EXPLANATION
ISSUANCE NOS.	PAGE NOS.	DATE	ISSUANCE NOS.	PAGE NOS.	DATE	
OFI 27	All	6/9/65	OFI 27 Revised	All		OFI 27 has been revised and expanded to provide instructions for processing and recording <u>all</u> cash and check collections by Office of Finance components.
<div style="display: flex; justify-content: space-between;"> <div> <p>Approved:</p> <div style="background-color: black; width: 200px; height: 20px; margin: 5px 0;"></div> <p>Director of Finance</p> </div> <div> <p><u>20 Mar. 1972</u></p> <p>Date</p> </div> </div>						

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20 March 1972

OFFICE OF FINANCE INSTRUCTION NO. 27 (Revised)

SUBJECT : Procedures for Processing and Recording All
Cash Collections at Headquarters

RECISION : Office of Finance Instruction No. 27 (Revised),
dated 9 June 1965

1. PURPOSE AND SCOPE

This Instruction establishes responsibilities and procedures for the control of all cash collections received by the Office of Finance or Decentralized Disbursing Facilities, and not previously placed under accounting control. For the purposes of this Instruction, cash collections include currency, coin, personal checks, U. S. Treasury checks, money orders, traveler's checks, etc., which are held pending:

a. Deposit with the Treasurer of the United States;



c. Transfer to the Official Custodian as part of his accountable funds.

2. GENERAL

Cash collections are received through mail, pouch and courier delivery and over-the-counter transactions. It is essential that each cash collection be placed under accounting control by the Monetary Division at the earliest practicable time.

3. RESPONSIBILITIES AND PROCEDURES

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a. REGISTRY

- (1) All cash remittances received, including envelopes bearing the special indicator [REDACTED] will be documented through the preparation of Form 44, Abstract File Slip, or Form 238, Document Control. Coins will be sealed in an envelope to prevent loss. The original of Form 44 or 238 will be used for obtaining a receipt from the person to whom the remittance is delivered and returned to Registry files.

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GROUP I Excluded from automatic downgrading and declassification

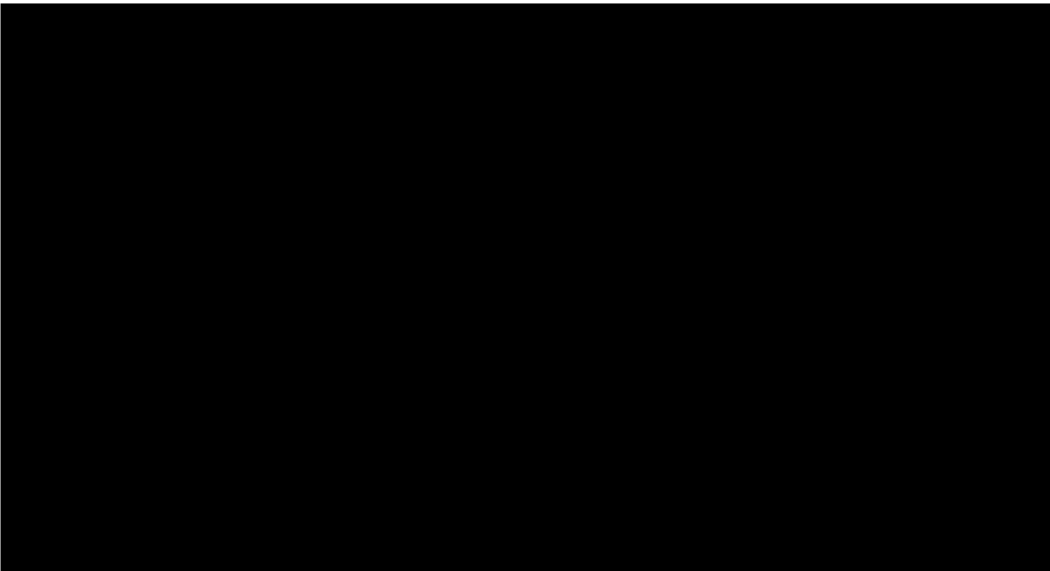
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- (2) Each remittance will be delivered on the day received to the Monetary Division teller, except that U. S. Treasury checks addressed to the Deputy Director for Liaison and Planning will be delivered to the Analysis and Liaison Staff. [REDACTED] envelopes will be hand-carried unopened to the Monetary Division.
- (3) To ensure that all available information on the remittance is retained, Transmittal Slips, envelopes or attachments containing any markings are to be delivered with the remittance.

b. ANALYSIS AND LIAISON STAFF

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- (1) The Analysis and Liaison Staff will record the details of each U. S. Treasury check it receives in its daily log. Except as provided in para. (2) below, the checks and supporting documentation will be hand-carried to the Disbursing and Custodial Branch with accounting instructions. A receipt will be obtained from the teller and retained by the Analysis and Liaison Staff as evidence of transfer to the Monetary Division.
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c. MONETARY DIVISION

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- (1) When a cash collection is received, the Disbursing and Custodial Branch teller will prepare Form 102, a four-part, serially prenumbered receipt. The teller will record on the receipt all pertinent information which will serve to identify the collection to other components which subsequently process the transaction. When a number of checks are received representing one transaction, [REDACTED] separate Form 102 will be prepared for each check received.
- (2) At the close of business each day, the teller will prepare a posting voucher, Form 606, to record the day's collections. The voucher will be certified and hand-carried to the Accounts Division on the following working day. Each collection received by a teller will be recorded as a debit to Undeposited Collections, with a credit to the appropriate General Ledger account, if known. When the account for credit is undetermined, the credit will be made to Deferred Credits - Unapplied Collections.
- (3) Distribution of the original and copies of each Form 102, Receipt, will be as follows:
- (a) The white original will be given to the person who presents the collection to the teller.
 - (b) The blue copy will be attached to Form 606, Posting Voucher, as documentary evidence of the collection.
 - (c) The pink copy will be forwarded to the office of interest when the proper credit is known; otherwise it will be forwarded to Accounts Division, with supporting documentation attached, along with the Form 606, Posting Voucher, (b) above.
 - (d) The green copy will be held to support a Form 606, Posting Voucher, which is prepared to clear the appropriate debits individually from the Undeposited Collections subaccounts when items have been deposited

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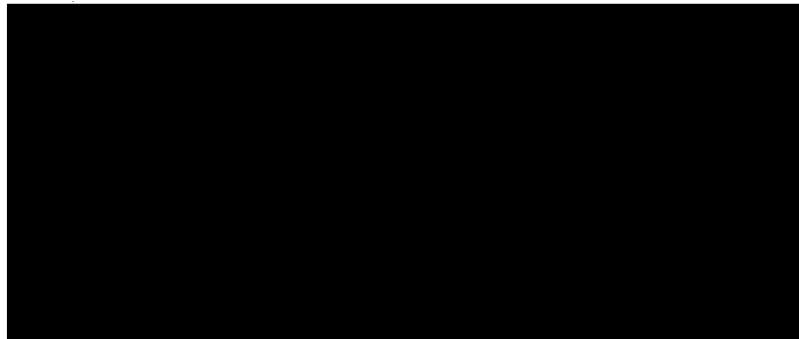
or sent out for collection, or currency and coin have been transferred to the Official Custodian.

- (4) Deposit of collections including those received from Decentralized Disbursing Facilities (para. 3d below) or transfer of currency and coin to the Official Custodian, will be accomplished as follows:

(a) Deposits with the Department of the Treasury (all checks payable to the Treasurer of the United States or to CIA, and other checks that can be associated with the Agency).

- (1) At the close of business each day, the Disbursing and Custodial Branch will prepare a Form 1022, Schedule of Collections for Deposit, listing the items for deposit. Each item will be identified on the schedule by the related Form 102 serial number and by amount. Separate schedules must be prepared as follows:

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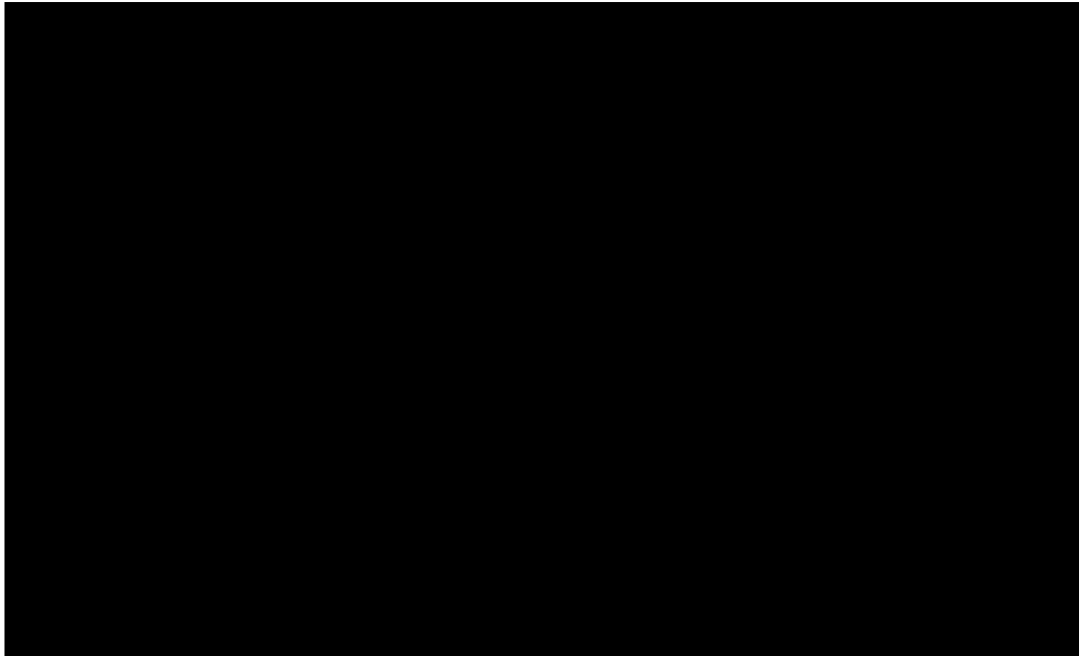
- (2) Each schedule, the related checks and copies of Form 102 will be hand-carried to the U. S. Treasury Assistant Disbursing Officer. Receipt of the checks will be acknowledged by signature of the recipient on the schedule. The schedule will be retained by the Disbursing and Custodial Branch as evidence of the items transferred for deposit.
- (3) The U. S. Treasury Assistant Disbursing Officer will prepare Standard Form 209, Certificate of Deposit, for the deposit of the items received on Form 1022, Schedule of Collections for

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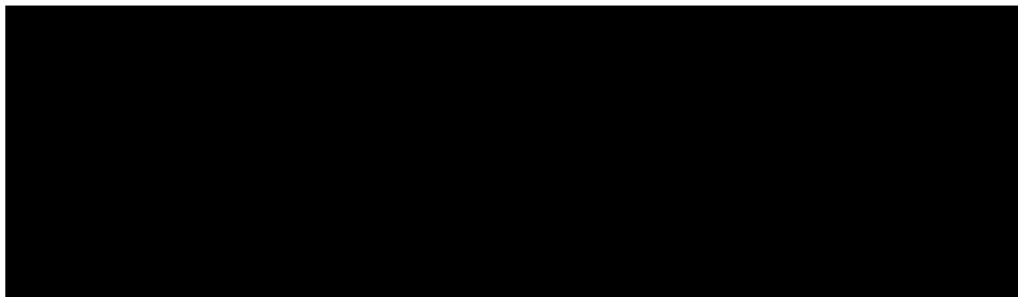
Deposit. Items on a particular schedule may all be deposited under a single certificate of deposit, or they may be deposited under a series of certificates. As each deposit is made, the U. S. Treasury Assistant Disbursing Officer will forward to the Disbursing and Custodial Branch a stamped copy of the certificate of deposit with a copy of Form 102 to support each item deposited.

- (4) Form 606, Posting Voucher, will next be prepared to clear the deposited items individually from Undeposited Collections. Symbol 20X6549 deposit items will be cleared to General Ledger Account 1106, and Symbol 20X6889, items will be cleared to General Ledger Account 1105. The green copy of each applicable Form 102, Receipt, will be used to support the voucher. The Form 1022 which lists the items being cleared from Undeposited Collections will be marked to indicate that a clearing voucher has been prepared and will be retained with the related certificates of deposit for use by the Accounts Division in verifying amounts reflected in the report, Statement of Transactions, (Form 224) which is prepared for the Department of Treasury at the end of each month.

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- (c) Transfer of currency collections to the Official Custodian

At the close of business each day, tellers holding such collections will transfer the funds to the Official Custodian and prepare a posting voucher, Form 606, to clear the items individually from Undeposited Collections, and charge the funds to Cash on Hand for Disbursing. The green copy of each applicable Form 102, Receipt, will be used to support the vouchers.

d. DECENTRALIZED DISBURSING FACILITIES

- (1) When a cash collection is received the custodian of the Decentralized Disbursing Facility will prepare Form 102, as described in paragraph 3c(1) above; collections also will be recorded on the cash blotter which is maintained for receipts and disbursements.
- (2) At the close of each business day the custodian will prepare a Posting Voucher, Form 606 to summarize the receipts issued during the day. Refunds of currency and coin will be debited to account 1121 and other refunds will be debited to account 1117 with a contra credit to the employee's advance account or other appropriate General Ledger account. When the account for credit is undetermined the credit will be made to Deferred Credits-Unapplied Collection, account 3519.
- (3) Distribution of the original and copies of each Form 102, Receipt, will be as follows:
 - (a) The white original will be given to the person who presents the collection to the custodian.
 - (b) The blue will be attached to the Posting Voucher,

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Form 606, as documentary evidence of the collection.

- (c) The pink copy will be forwarded to the office of interest when the proper credit is known, otherwise it will be forwarded to Accounts Division together with the blue copy as in (b) above.
- (d) The green copy representing each check collection debited to account 1117, as in 3d(2) above, will accompany the checks transmitted to the custodian at Langley (see 3d(4) below).
- (4) At the end of each day all checks collected will be transmitted to the custodian at Langley. A schedule of the checks in triplicate will be prepared and the original and duplicate will accompany the checks together with the green copy of Form 102 for checks debited to account 1117, as in 3d(2) above. The custodian at Langley will acknowledge receipt of the checks by signing the duplicate copy of the schedule and returning it to the Chief of the Facility.

e. ACCOUNTS DIVISION

- (1) The Accounting Control Section is responsible for initiating action to identify the proper account for credit when the collection has been credited to Deferred Credits-Unapplied Collections. When the Section can identify the proper credit, it will substitute that credit for the deferred credit entry on the voucher.
- (2) When the Accounting Control Section is initially unable to determine the credit entry, the pink copy of Form 102 and any supporting documentation will be detached and the voucher will be processed with the deferred credit entry intact. The pink copy of Form 102 and any related documentation will be forwarded to the cognizant Office of Finance component for preparation of a posting voucher to clear the deferred credit entry.
- (3) The Accounting Control Section will maintain a record of the disposition of each deferred credit voucher sent out for clearance and to facilitate any necessary follow-up action.
- (4) Deferred credits which remain uncleared at the end of the month will be analyzed and appropriate action taken to expedite clearance of the item.

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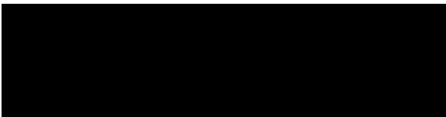
f. COGNIZANT OFFICE OF FINANCE COMPONENTS

- (1) Cash collections received by any component of the Office of Finance in circumstances not otherwise covered by this Instruction will be taken directly to the Monetary Division (Room 6-E-29 Headquarters or 712 Key Building).
- (2) Upon receipt of a pink copy of Form 102 and any supporting documentation, evidencing the establishment of a deferred credit, the cognizant component will take immediate action to prepare a posting voucher to clear the deferred credit and forward the voucher to the Accounting Control Section.
- (3) It is the responsibility of each Division which requests a payment or refund to provide sufficient information in the billing correspondence to permit immediate identification of the proper account to be credited and to instruct the remitter to return a copy of the request with his remittance. An extra copy of the billing correspondence will be provided for this purpose. When the payment or refund involves an Agency employee, complete coding data applicable to the credit entry will be indicated on the correspondence.

4. EFFECTIVE DATE

This Instruction will become effective immediately.

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Thomas B. Yale
Director of Finance

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